

## **OUT OF STATE CRIMINAL HISTORY CHECKS**

ARM 37.95.161(3) states “If the provider, staff member, volunteer, resident of the facility, or any person who regularly or frequently stays in the facility, has lived outside of Montana for any portion of the previous 5 years, that person must submit a completed fingerprint card so that a fingerprint based criminal records check can be requested.”

**The childcare provider is responsible for all costs associated with obtaining out of state background checks!**

### **WESTERN IDENTIFICATION NETWORK CHECK**

- The Western Identification Network Check only works for the following states:
  - Alaska, Oregon, Idaho, Wyoming, Utah, Washington, and Nevada
- Have your fingerprints taken on the enclosed fingerprint card {Contact a local law enforcement agency to determine where in your community you can get fingerprinting completed}
- **A complete Release of Information for Fingerprints Form**
- \$10 check or money order made out to Montana Criminal Records

### **FBI CHECKS**

- Have your fingerprints taken on the enclosed fingerprint card {Contact a local law enforcement agency to determine where in your community you can get fingerprinting completed}
  - **A complete Release of Information for Fingerprints Form**
  - Enclose a check or money order made out to Montana Criminal Records for **\$27.25**
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**The above information should be sent to:**

QAD / CCL  
PO Box 202953  
Helena, MT 59620-2953

Phone: (406) 444-2012  
Fax: (406) 444-1742